

RD-1-CL



UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, D.C. 20233

OFFICE OF THE DIRECTOR

FROM THE DIRECTOR
BUREAU OF THE CENSUS

We have enclosed your company's report form and instructions for the 1998 "Survey of Industrial Research and Development (R&D)." We also have enclosed a Computerized Self-Administered Questionnaire diskette as an alternative to the report form, along with instructions for installing it. If you have any questions about installing or using the diskette, please contact the Electronic Reporting Staff on 1-301-457-4125.

The diskette and Form RD-1 contain information from the previous report for your company. **Please review the instructions, complete the diskette or the form, and return it within 60 days.** Federal law requires your response to four items identified on the form. Your voluntary response to all other items is needed to assure useful results.

This survey provides information for examining R&D tax credits, which may allow some businesses to reduce their Federal tax burden. The data assist public officials in allocating research funding by state, which may well benefit companies like yours. Analysts also use the results to compare R&D spending in this country with other countries to ensure that U.S. businesses are not at a competitive disadvantage.

Information you report should cover the domestic operations of your consolidated enterprise for calendar year 1998. We recognize that providing this information is a burden, and we have worked hard to minimize it. For example, if you do not have book records for any item, **you may provide carefully prepared estimates.** The law that authorizes this survey (Title 13, United States Code) requires that we keep your report in full confidence. Only sworn Census Bureau employees will see your information, and they will use it only for statistical purposes.

We conduct this survey with National Science Foundation (NSF) support. We have enclosed a letter from the Director of NSF encouraging your response to the survey. If you have any questions, please call my staff on 1-301-457-1339. Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Kenneth Prewitt".

Kenneth Prewitt

Enclosures